APPLICATION FOR RECORDS RETENTION SCHEDULE

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date February 14, 1977	Georgia Postsecondary Education Commission 2970 Peachtree Road, N.W. Suite 620 Atlanta, Georgia 30305	**Application Number** **77-58**
Application Number		**Date Received** FEB 21 1977 **Date Completed** MAR - 4 1977

2. Person to Contact	Working Title	Telephone Number
Ms. Mary Nunes	Secretary IV	(404) 233-5449

3. Action Requested

a. ☒ Establish Retention Schedule; record will continue to accumulate.

b. ☐ Dispose of present accumulation; no further accumulation anticipated.

c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supercede; ☐ Void

4. Dates of Series	5. Records Series Title *(followed by title used in office; if different)*
Earliest Latest To 1972 Present	(Administrative File) Georgia Postsecondary Education Commission Subject File

6. Division and Office Function   What is the function of the Division and the Office in which this record series is created?

The Commission is the State agency, established pursuant to Section 1202 of the Education Amendments of 1972, responsible for developing a process of comprehensive statewide planning for the expansion and improvement of postsecondary education. Its missions are: (a) to stimulate the development of a coordinated planning process in Georgia, and (b) to take all action necessary to enable Georgia to obtain grants and technical assistance from the Federal Government.

7. Record Series Description   This file contains the following documents *(include form numbers and titles, if any):* Attach samples of the file.

Documents relating to: coordinating the advancement of postsecondary education.

Included are: memos, directives, correspondence between the Commission and private citizens, postsecondary education officials; officials of State agencies and the Federal Government, budget information, meeting notes, commission reports, agreements with consultants, and related papers.

File is arranged: by subject; thereunder chronologically by fiscal year.

8. Monthly Reference Rate   How often are records referred to which are:

One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older_____ ?

9. Annual Rate of Accumulation of Records

Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other *(specify)* _____

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements   The following requires the series to be kept:

a. State Law _____ years.   d. Audit period _____ years.

b. Statute of limitation _____ years.   e. Administrative need _____2_____ years.

c. Federal law _____ years.   f. Federal retention instructions _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions   This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

☒ Hold in the current files area _____ month(s) ___2___ year(s); then

☐ Transfer to local holding area, hold _____ year(s); then

☐ Transfer to State Records Center; hold _____ year(s); then

☐ Destroy.

☒ Transfer to State Archives for permanent retention.

☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Leonard Executive Director	2/17/77		

77-58

Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
	State Auditor/Designee	_(signature)_	3-3-77
	Secretary of State/Designee	Carroll Hart	2-28-77
	Attorney General/Designee	_(signature)_	3-3-77

AR-50-71; Rev. 76   (Reverse Side)